

2024

BENEFIT BOOKLET



Aurora
Technical
Services, LLC
engineering + construction management

OUR VALUES IN ACTION

“The LORD hath been mindful of us: he will bless us...” Psalm 115:12

At Aurora Technical Services, LLC, every team member is integral to our success and is considered part of our professional family. We strive that you and your loved ones have access to competitive and comprehensive benefits, reflecting the high value we place on our employees.

This benefit booklet is designed to give you a concise overview of the range of benefit programs available to you as an eligible employee. It can serve as your guide, helping you make informed decisions for the year ahead.

Please refer to this booklet for detailed employee benefit information effective from January 1, 2024, to December 31, 2024.

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Your Health Plan

As we approach the open enrollment period, it's crucial for you to review, understand, and select the health benefits that best suit your needs and those of your family. Aurora is committed to providing you with quality health coverage through BlueCross BlueShield of Texas (BCBSTX).

Enrollment Overview

Open Enrollment Period: November 27 - December 8, 2023

- **Deadline:** Enroll by December 8, 2023, to ensure coverage for 2024.
- **Effective Dates:** Coverage runs from January 1, 2024, to December 31, 2024.

New Hires and Newly Eligible Employees:

- Must enroll within 30 days of hire date or eligibility.

Qualifying Life Events (QLE):

- Outside of open enrollment, changes to your plan are only possible with a QLE as defined by the IRS.

Plan Details

With Aurora, you have access to the **Blue Choice Bronze (PPO 806)** plan offered by BlueCross BlueShield of Texas. This plan is a preferred provider organization (PPO) that gives you the flexibility to choose doctors, specialists, and hospitals from within the network for the best coverage and minimal out-of-pocket costs.

Aurora covers the full premium for all eligible employees, ensuring that your health insurance needs are met without any cost to you. For those looking to add dependents to their plan, options are available with premiums paid by the employee.

Eligibility and Enrollment

Eligibility for the health plan extends to all regular Full-Time employees working a minimum of 32 hours per week and their eligible dependents, which include a legal spouse, dependent children up to age 26, and disabled dependents who are financially supported by the employee.

How to Enroll:

- Review and complete the BCBSTX Benefits form sent by HR through DocuSign.
- Ensure all information, including dependents and beneficiaries, is accurate before submission.
- Finalize your enrollment by selecting 'Finish' on the form, which will then be sent directly to HR.

Key Enrollment Reminders:

- **Dependents:** Open enrollment is the perfect time to review and adjust your dependent status.
- **Beneficiaries:** Keep your beneficiary information up to date to ensure your wishes are honored.
- **Health Savings Account:** Consider the benefits of enrolling in a Health Savings Account for additional tax savings.

Important Considerations:

- **Spousal Coverage:** If your spouse is enrolled in a medical coverage through their own employer, they are not eligible for dependent coverage under our plan.
- **Deductibles and Premiums:** Understand your responsibilities regarding deductibles and any premiums for dependent coverage.

Why Choose BCBSTX?

Choosing BCBSTX through Aurora means you'll benefit from a comprehensive network of healthcare providers, ensuring you have access to the care you need when you need it. Additionally, the plan includes virtual visits through MDLIVE and a wealth of health and wellness resources provided by Well onTarget.

Need Assistance?

- For any questions or assistance with the enrollment process, please reach out to HR at hr@auroratechservices.com or by calling Ext. 225.

By reviewing this guide and taking the necessary steps to enroll, you're taking charge of your health and well-being for the year ahead. We encourage you to make the most of the benefits Aurora offers to you and your family.

Deductibles

The annual deductible is typically the amount of money that you pay out of pocket each year for allowed amounts for covered medical care before your health plan begins to pay.

Note: In-network preventative health and services with copay are covered before deductible is met.

	In-network	Out-of-network
Individual	\$7,100	\$14,200
Family	\$14,200	\$28,400

CO-PAY	
Type	Amount
Emergency Room	\$650
Rx Coinsurance	0% after deductible
Office Visit (OV) Coinsurance	0% after deductible
Urgent Care	0% after deductible

Premiums

For qualified and enrolled Full-Time employees, Aurora will cover the insurance premium cost in full. However, if employees elect to enroll qualifying dependants, they are responsible to pay their dependants insurance premium.

AURORA COVERS	EMPLOYEE COVERS COST OF DEPENDENT		
Enrolled Employee Premiums	Employee + Spouse	Employee + Child(ren)	Employee + Spouse + Child(ren)
	\$630.46 per month	\$630.46 per month	\$1,891.94 per month

BlueCross BlueShield Texas App

Available at no cost to you, the BCBSTX mobile app provides access to the BlueCross and BlueShield of Texas member information resources.



To download the app, simply text 'BCBSTXAPP' to 33633. Android users can also search BCBSTX in Google Play and iPhone users on the App Store. Features include:

- Find an in-network doctor, hospital or urgent care facility or search for Spanish-speaking doctors
- Access your claims, coverage and deductible information
- Access your temporary digital member ID card

Medical Reimbursement

What is medical reimbursement? Medical reimbursement is compensation paid by Aurora for out-of-pocket expenses incurred made by an employee.

To assist employees in meeting their financial needs due to the high deductible health insurance and related medical expenses, Aurora Technical Services, LLC will reimburse for qualifying expenses.

Eligibility and Usage

Qualifying full-time employees who have successfully completed their Introductory Period will be eligible for Medical Reimbursement at the set rate per calendar year. **New employees will be eligible at a prorated amount.** Medical reimbursement is only available for the employee covered by Aurora's health insurance. **Part-time or temporary employees are not eligible for this benefit.**


The benefit is limited to the following categories of expenses:

- Medical Expense(s)
- Prescription medication(s)
- Dental care
- Vision care

Annual Limit for 2024: \$1200

Procedures

- Go to K:\Company Forms\Medical\Medical Reimbursement
- Fill out the Medical Reimbursement form
- Email a digital copy of the completed form with receipt to HR



Medical Expense Claim Form

Name: Doe, John/Jane, Date: Today's Date
 SSN: XXX-XX-XXXX, Employee No: Ask HR if unsure
 Submitted by: Erik Hinojosa

The undersigned employee requests reimbursement in the amounts shown below. (if additional space is needed please use a second sheet).

NOTE: Company policy requires that you submit a written statement (such as an itemized bill) or receipt(s) from the benefit provider and assurance that the claim is not being reimbursed by an insurance Company. Further assurance may be required upon request from Human Resources.

Date Incurred	Name of Service Provider	Purpose of Expenditure(s)	Net Amount
1. Today's Date	Name of Business on Receipt	Vision, Dental, Etc.	\$ XXXXX
2.			\$
3.			\$
4.			\$
Total Amount of Medical Expenses			\$ Total Here

The undersigned employee certifies that all expenses for which reimbursement or payment is claimed by submission of the form, were incurred during the calendar year in which reimbursement is requested and that such expenses have not been reimbursed, or are not reimbursable, under any other health plan coverage. The undersigned fully understands that he or she alone is responsible for the sufficiency, accuracy, and veracity of all information relating to this claim which is provided by the undersigned. The reimbursement is to be paid through either our Health Savings Account or as known via Direct Deposit. As a bonus, applicable Federal, State, and City income tax rates are applied and such taxes are withheld from the total amount of the reimbursement. As our Health Savings Account, contributions are not taxed. In order to contribute towards the HSA, employees must be at the time enrolled in Aurora Technical Services Health Savings Account.

Please check one of the boxes below in which you would like your medical reimbursement/claim to be paid:

Health Savings Account

Direct Deposit (taxes included)

Employee Signature: _____ Today's Date Here: _____
 Date: _____

Your Health Savings Account (HSA)

When you enroll with BlueCross BlueShield PPO, not only do you receive comprehensive healthcare coverage, but you also have access to a health savings account (HSA) that lets you pay for your care with pre-tax dollars. You also can pay out of pocket deductibles, copays, or save the funds for future expenses - when you might need the money even more!

An HSA is a great way to pay for current healthcare expenses, as well as save money federal tax-free for future expenses or planned surgeries. You can contribute to your HSA through payroll deduction.

Who can contribute to an HSA?

In exchange for the tax benefits of an HSA, there are certain requirements that must be met before you're eligible to contribute to an HSA. These include:

- You must be covered by BCBSTX.
- You can't be claimed as a dependent on another individual's tax return.
- You or your spouse cannot simultaneously participate in a traditional healthcare FSA, even under another employer's medical benefits program.

Qualified Medical Expenses

ELIGIBLE EXPENSE EXAMPLES	INELIGIBLE EXPENSE EXAMPLES
<ul style="list-style-type: none"> ✓ Ambulance ✓ Prescriptions ✓ Dental treatment ✓ Flu shot ✓ Physical exam ✓ Surgery 	<ul style="list-style-type: none"> ✗ Cosmetic surgery ✗ Deodorant ✗ Exercise equipment ✗ Fitness programs ✗ Funeral Expenses ✗ Teeth whitening





Optum Financial Mobile App

Android users can Optum Financial in Google Play, iPhone users on the App Store to install on mobile device. Features include:



- Track your balance, recent transactions and contribution limits.
- Capture and submit receipts, and add receipts to specific expenses.
- Pay bills, track payments and reimburse yourself.

How an HSA Works

	<p>1. Contribute</p> <p>The IRS sets limits on how much can be contributed pre-tax to an HSA each year. For 2024, the limits are \$4,150 for self-only, and \$8,300 for family. Anyone 55 or older can make an additional annual catch-up contribution of \$1,000.</p>
	<p>2. You Withdraw Money Tax-free</p> <p>Use the money in your HSA to make tax-free payments toward eligible out-of-pocket health care expenses. These include your plan deductible, coinsurance, prescription costs, dental or vision and anything not covered by your plan.</p>
	<p>3. Roll Over Funds</p> <p>Once contributed, funds in your HSA are yours to keep for as long as you want, until you use them. Take the account with you after separation and after you retire.</p>
	<p>4. Invest your HSA</p> <p>When your account reaches a minimum balance, you have the option to invest it in a range of mutual funds.</p>

Your 401(k) Plan

Financial security is an important part of your total well-being. Aurora is committed to helping you plan for the future by offering an easy way to build retirement savings with a 401(k) plan available through **Voya Financial**.

Eligibility Requirements

You are eligible to enroll in the plan after 90 days of employment.

Enrollment Dates

Once you have met the eligibility requirements, you can join the plan semi-annually.

- January 1, 2024
- July 1, 2024

How to Enroll

1. Go to enroll.voya.com
2. Enter plan number **81P067**
3. Enter verification number **81P06799**

Employee Contributions

You may contribute 1 – 100% of your annual pay, not to exceed \$23,000 annually. Annual limitations are set by the IRS and are subject to change. Tax laws may also let you contribute an additional amount over the regular annual limit if you are at least 50 years old. The limit on additional catch-up contributions by participants aged 50 or older is \$7,500.

Contribution Change Frequency

You may stop contributions at any time. Once you have stopped, you may resume contributions quarterly. You may also increase or decrease contributions quarterly.

Rollover

Money from other qualified plans is accepted. Rollover contributions are allowed prior to meeting the eligibility requirements of the plan.

Hardship Withdrawals

Hardship withdrawal may be taken in case of extreme hardship as defined by the IRS.

In-Services Withdrawals

In-services withdrawals are permitted by your plan. If your plan allows for distributions prior to age 59 1/2, these distributions will be subject to an early distribution penalty of 10% additional tax unless certain expectations apply.

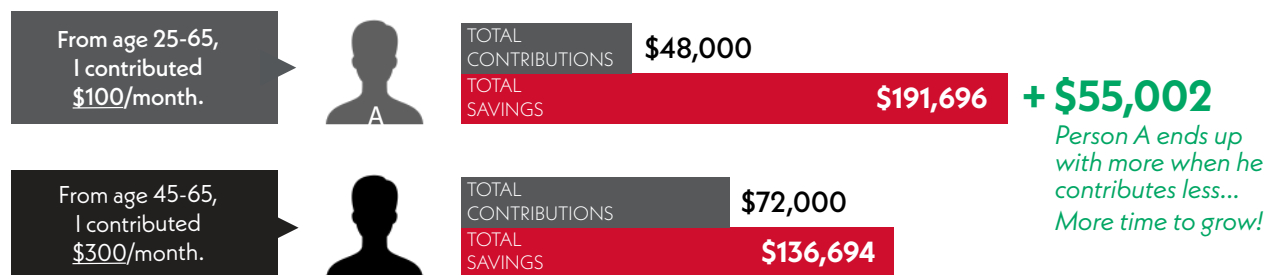
Professional Management Program

If elected, Voya Retirement Advisors, LLC (VRA) actively manages the participant's account and provides a personalized retirement strategy, discretionary asset management and ongoing oversight. Fees are deducted from participant accounts on a calendar quarterly basis.

Annual Service Fees	Fee	Payment Method
Professional Management Program Fee	0.60%	Deducted from Participant's Account

The earlier, the better

Investing over a longer period in a tax-favored account allows you to take advantage of compounding. Compounding means that any earnings on contributions go back into your account without being taxed and can generate their own earnings. Taxes on any earnings are deferred until they are withdrawn. Below is a comparison between someone who contribute a lesser amount for an extended period and someone who contributes more per month for a shorter period.



The accumulated amounts assume 26 pay periods per year, contributions made at the beginning of each period, a 6% annual rate of return compounded monthly, and a retirement age of 65. This hypothetical illustration is not guaranteed and does not reflect the performance of any specific investment option.

Your Lifestyle Benefits

PTO (Paid Time Off)

At Aurora, employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one hour. Whenever possible, PTO must be scheduled a minimum of three weeks in advance. Unscheduled absences will be monitored.

Eligibility

PTO is accrued upon hire or when the employee transfers into a benefits-eligible position. Eligible employees must be scheduled to work at least 32 hours per week on a regular basis. Employees working less than 32 hours per week on a regular basis, part time such as interns and temporary employees are not eligible to accrue PTO.

Availability

PTO accruals are available for use in the pay period following the pay period in which they are accrued. Employees must have accrued PTO before taking time off.

Cash Out

Employees have the option to cash out a portion of their PTO earned in the calendar year. Employees may cash out up to a maximum of 40 hours per year. Multiple requests for cash out can be made as long as the total buy back does not exceed 40 hours in the calendar year. The cash out will be paid at 100% percent of the employee's current base rate of pay.

Roll Over

Employees also have the option to elect to rollover a portion of their PTO earned in the calendar year. A maximum of 40 hours of PTO can be rolled over. Employees with excess PTO at the end of the year will either have to use or forfeit their excess PTO.

Jury Duty

If you are called for jury duty, full time employees are entitled up to three (3) working days with pay, at their regular straight time or base salary. Employees are required to call in or report for work on the day or part of the day when their presence in court is not required. If employees are required to serve jury duty for more than three (3) days, they may use any available PTO or may request an unpaid jury duty leave of absence.

YEARS OF SERVICE	ACCUE RATE / TOTAL HOURS	ANNUAL PTO
Year 1-4	4.62 — 120 hrs	15 days
Year 5	4.92 — 128 hrs	16 days
Year 6	5.23 — 136 hrs	17 days
Year 7	5.53 — 144 hrs	18 days
Year 8	5.84 — 152 hrs	19 days
Year 9+	6.15 — 160 hrs	20 days (Max)

Upon 5 years of service or completion of a professional certificate (e.g. PE License), employees will accrue an additional 8 hours annually until they max out at 160 PTO



Paid Holidays

This year Aurora will offer ten (10) paid holidays for employees. Notification of the specific days for each Holiday will occur annually at the start of the New Year. Part-time staff members working 20 hours or more will receive ½ day paid, for these holidays.

New Year's	January 1
Good Friday	March 29
Memorial Day	May 27
4th of July	July 4
Labor Day	September 2
Thanksgiving Day	November 28
Day After Thanksgiving	November 29
Christmas	December 23
Christmas Eve	December 24
Christmas Day	December 25
Office Closure	December 26 - 31

Last day in the office will be December 20, 2024. December 23 will be a Holiday (8 hours). Office Closure will require employees to use their own PTO.

Medical PTO

Qualifying full-time employees who have been with the company for a Minimum of one full year (365 days), will be eligible for an additional 40 hours of additional PTO per calendar year if a short-term medical leave is necessary. **Part-time or temporary employees are not eligible for this benefit under the policy.**

To qualify for this benefit, the employee must experience catastrophic and/or serious medical event. A catastrophic or serious medical event includes but is not limited to hospitalization, including recovery period upon release from the hospital, or being under the direct care of a licensed medical professional administering extended medical treatment that limits the employee's ability to perform the normal work duties for extended periods.

Employees must contact HR (hr@auroratechservices.com) to submit a request for medical PTO.

Examples of PTO usages:

REGULAR

- Vacation
- Virus infection / flu
- Doctor's appointment

MEDICAL

- Scheduled surgeries
- COVID-19
- Child birth

Bereavement Leave Policy

The Bereavement Leave Policy establishes uniform guide for providing paid time off and support to employees in the event of the death of a family member.

Employees are allowed up to paid time off from their regular scheduled duty in the event of the death of the employee's spouse, child, stepchild, grandparent, grandchild, brother, sister, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, parent, step-parent or an adult who stood in as a parent to the employee during childhood. Bereavement leave is not charged against the employee's paid time of (PTO) balance.

Employees are allowed up to one (1) day paid time off from their regular scheduled duty in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, or spouses grandparent.

Procedures

An employee who wishes to take time off due to the death of a family member should notify HR as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

Parental Leave Policy

The Parental Leave Policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption. **Part-time or temporary employees are not eligible for parental leave.**

Eligible employees will have the right to 40 hours of Parental Leave upon the birth or adoption of a child. Parental leave is not charged against the employee's paid time off (PTO) balance.

Back-To-School Policy

Aurora promotes a flexible and supportive approach for employees by providing PTO to assist the employee in preparing for their children's return to school.

Eligibility

Active employees who consistently work twenty (20) hours or more per week on a regular basis and have at least one child in school from grade K to 8th and under the age of thirteen (13).

Procedures

Employees who qualify under this policy may take up to four (4) consecutive hours of PTO for part-time and eight (8) hours for full-time to prepare in advance for their eligible child's first day of school. Aurora will designate the specific date this benefit applies.

BCBS & HSA FAQ

BCBS Health Plan

Q: Do I have to enroll to receive health benefits?

A: All employees are required to complete an enrollment form during the enrollment period (30 days from your date of hire or during open enrollment). Once you elect benefits for the first time, you can change them each year during the company's annual open enrollment period or when you experience a qualifying life event. **Employees who decline coverage will still have to complete a form for record purposes.**

Q: When will health coverage begin?

A: Coverage for New Employees will become effective on the first day of the contract month following the completion of an enrollment form. Coverage for already enrolled member will begin the beginning of the new contract date (January 1st).

Q: How do I enroll for health benefits?

A: All health benefit enrollment is done by completing BCBS' enrollment form and sending it in to the HR department.

Q: What if I don't want coverage?

A: If you choose to waive coverage, you must still fill out the BCBS Benefits form and let us know you are declining coverage in benefits.

Q: How do I add my dependents to coverage?

A: Contact Human Resources and complete a new BCBS enrollment form that includes your dependents.

Q: How do I pay for my dependent's benefits?

A: Throughout the year, all employee contributions (total premiums) are deducted from each paycheck. Most of your benefit deductions are taken on a pretax basis, which reduces your taxable income and in turn, lowers the amount of federal and state taxes withheld from your paycheck.

Q: What happens if I miss the deadline to enroll in the company's benefit programs?

A: If you don't make your benefit elections during your enrollment period, you will not be eligible to receive benefits requiring elections. In addition, you must then wait until the next open enrollment period to make benefit elections unless you experience a qualifying life event such as a birth, death, marriage or a change in employment status.

Q: When will I receive my medical ID card?

A: Once you submit your enrollment information, your medical card should arrive within two to three weeks. Employee needing new medical ID cards should contact the HR department. Medical ID cards are also available digitally through the BCBS app.

Health Savings Account (HSA)

Q: Who can have an HSA?

A: To be an eligible individual and qualify for an HSA, you must be enrolled in a qualifying high-deductible health plan (HDHP) that meets IRS guidelines for the annual deductible and out-of-pocket maximum.

Q: What is the maximum I can contribute to my HSA?

A: The HSA contribution limits for 2024 are \$4,150 for self-only coverage and \$8,300 for family coverage. Those 55 and older can contribute an additional \$1,000 as a catch-up contribution.

Q: What can I use my HSA for?

A: An HSA allows account owners to pay for current health care expenses and save for future expenses. Such expenses include Medical/dental office visit copays, dental/orthodontic care services, eye exams and prescription glasses/lenses, prescriptions, vaccinations, and over the counter medicine.

Q: Do my contributions rollover into the next year?

A: Unused HSA funds are not forfeited at the end of the plan year; instead, they roll over from year-to-year. As the account owner of the HSA, the participant owns the fund in the account. In addition, if a participant moves from one employer to another, the contributions are not lost; they are portable.

Q: Can I withdraw the funds in my HSA?

A: It is important to point out that once a participant reaches the age of 65, they may use HSA funds to pay for Medicare parts A, B, and D as well as Medicare HMO premiums income tax-free and penalty-free. In addition, participants can request a tax-free distribution any time an eligible expense has been incurred. Distributions for reasons other than qualified medical expenses (prior to age 65) are taxable and subject to a 20% penalty tax in certain circumstances. Upon death, disability, age 65, or upon Medicare eligibility, HSA funds can be withdrawn for non-medical reasons without penalty but will be subject to income taxes.

Q: Can I change my contributions towards my HSA?

A: You are responsible for monitoring the amount deposited into your HSA each calendar year. Keep in mind that if your employer contributes funds, those also count toward the maximum. However, you may change your HSA contributions every pay period if you wish.

Q: Does our HSA have investment options?

A: Yes! Put your HSA to work for you. Whether it's for health care costs or retirement savings, invest part of your funds and feel good about help your tax-free savings grow. You can choose from a wide variety of mutual funds screened for high Morningstar ratings and some of the lowest expense ratios in the industry. There are over 25 mutual funds from leading investment firms, with diverse choices by investment objective, market sector and asset class.

401(k) FAQ

401(k)

Q: When am I eligible to enroll into the 401(k)?

A: All Full-time employees are eligible to participate in the 401(k) plan when they have successfully completed ninety (90) days of service. Once you have met the eligibility requirements, you can join the plan semi-annually.

Q: How much can I contribute to the 401(k)

A: Employees may contribute 1 - 100% of your annual pay, not to exceed \$23,000 for the 2024 calendar year. Annual limitations are set by the IRS and are subject to change.

Q: If I have a 401(k) from my previous employer can I rollover into this account?

A: Money from other qualified plans are accepted into the Aurora Technical Services 401(k) plan. Rollover contributions are allowed prior to meeting the eligibility requirements of the plan.

Q: Once I'm enrolled into the 401(k) can I change my contributions?

A: You may stop contributions at any time. Once you have stopped, you may resume contributions quarterly. You may also increase or decrease contributions quarterly.

Q: Can I change my Investments?

A: Yes! In fact, using Voya's automated telephone or website (logged into your account), you have the ability to review your accounts and transfer funds from one investment option to another, 24-hours a day.

Q: Can I withdraw money from my 401(k)?

A: In short, the answer is yes. However, there is certain criteria the plan participant must meet before a withdraw can occur. Hardship withdrawal may be taken in case of extreme hardship as defined by the IRS when no other sources are available. The money withdrawn is taxed to the participant and is not paid back to the borrower's account.

Early withdrawals are also available to plan participants. This withdrawal is a distribution of your 401(k) before you turn the age of 65 (or the plan's normal retirement age, if earlier) may result in an additional income tax of 10% of the amount of the withdrawal. IRA withdrawals are considered early before you reach age 59 1/2, unless you qualify for another exception to the tax.

Q: Can I take out a loan from my 401(k)?

A: Yes! You may take a loan from vested amounts in your account. The amount the Plan may loan to you is limited by rules under the Internal Revenue Code. Any new loans, when added to the outstanding balance of all other loans from the Plan, will be limited to the lesser of: a) \$50,000 reduced by the excess, if any, of your highest outstanding balance of loans from the Plan during the one-year period ending on the day before the date of the new loan over your current outstanding balance of loans as the date of the new loan; or b) 1/2 of your vested interest in the Plan.

The amount of the Plan may loan to you can also be limited by Plan rules such as which employee and Employer Contributions are available for loan use, the number of loans that can be outstanding at any one time or how often you may request a loan. Keep in mind a retirement plan loan must be paid back to the borrower's retirement account under the plan. The money is not taxed if loan meets the rules and repayment schedule is followed.

Q: Is our 401(k) Plan Roth or Traditional?

A: At Aurora we offer a traditional 401(k) plan. A traditional 401(k) is funded with pre-tax dollars, and you only pay taxes when you take a distribution unlike a Roth 401(k). A Roth 401(k) is funded with after-tax dollars, and the distributions are not taxed.

Q: Does Aurora Match contributions?

A: For the 2024 calendar year Aurora is not matching contributions. All contributions will be employees' pre-taxed salary deferral.



Benefits Contact Information

Provider/Administrator	Phone Number	Website/Email
Medical Plan BlueCross BlueShield of Texas	1-972-766-6900	bcbstx.com
Health Savings Account Optum Bank	866-234-8913	optumbank.com
401(k) Voya Financial	1-800-584-6001	voyaretirementplans.com
Human Resources Erik Hinojosa	281.453.7700 Ext. 225	hr@auroratechservices.com

Mobile Apps



BCBSTX



Optum Bank



Voya Financial